INFORMATION SECURITY

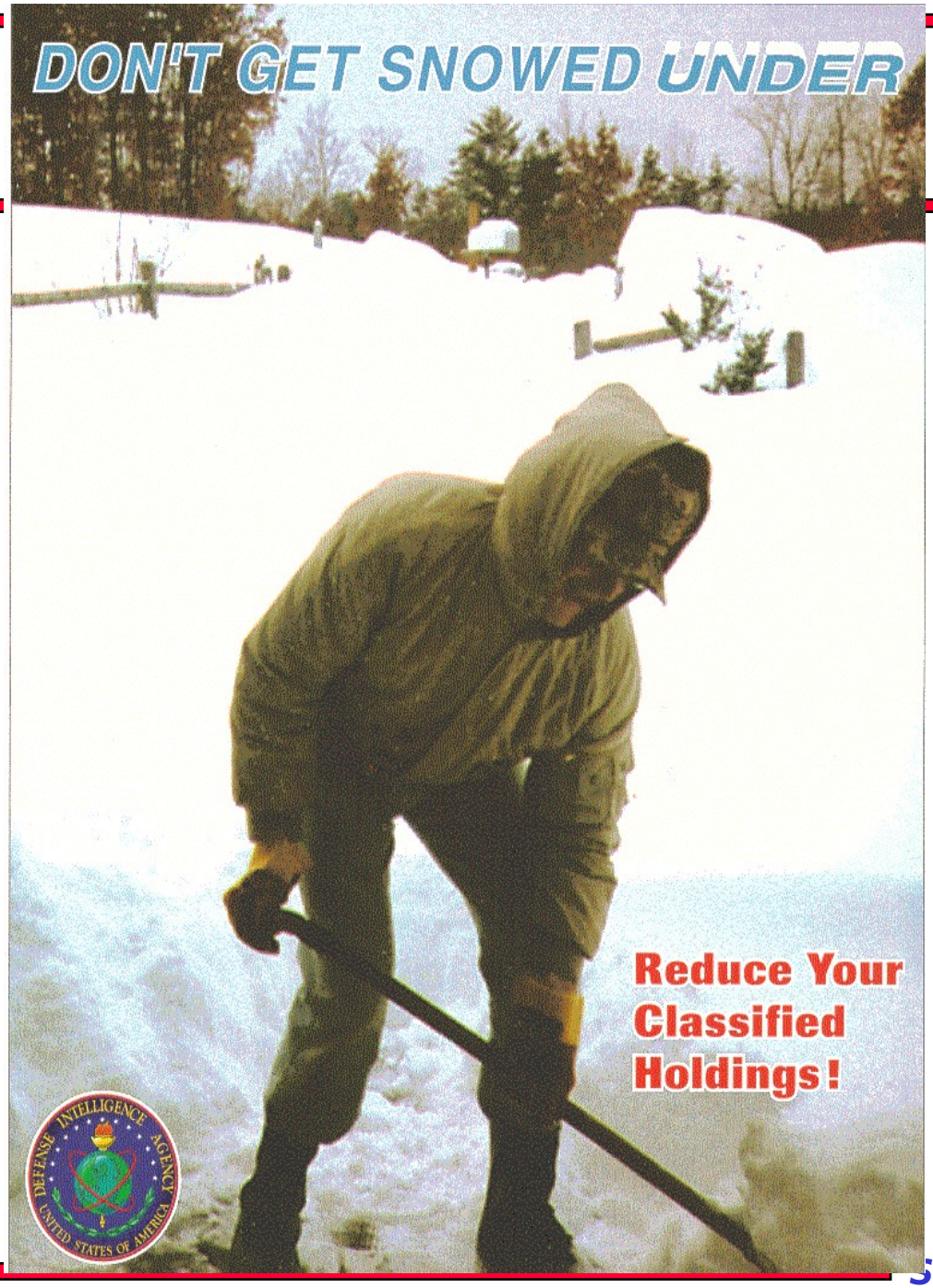
INFORMATION SECURITY

- AR 380-5, 29 SEPTEMBER 2000 IS PUBLISHED
- EFFECTIVE 31 OCT 2000
- AVAILABLE ONLY IN ELECTRONIC FORMAT
- A MUST READ!

CLASSIFIED INFORMATION ACCESS PREREQUISITES

- **Need-to-know**
- **Appropriate security clearance**
- **Non-disclosure agreement**

<u>Classified or Sensitive information will only be retained if necessary for operations or required by law/regulations.</u>


DON'T GET SNOWED UNDER
Reduce Your
Classified
Holdings!
DEFENSE INTELLIGENCE AGENCY
UNITED STATES OF AMERICA

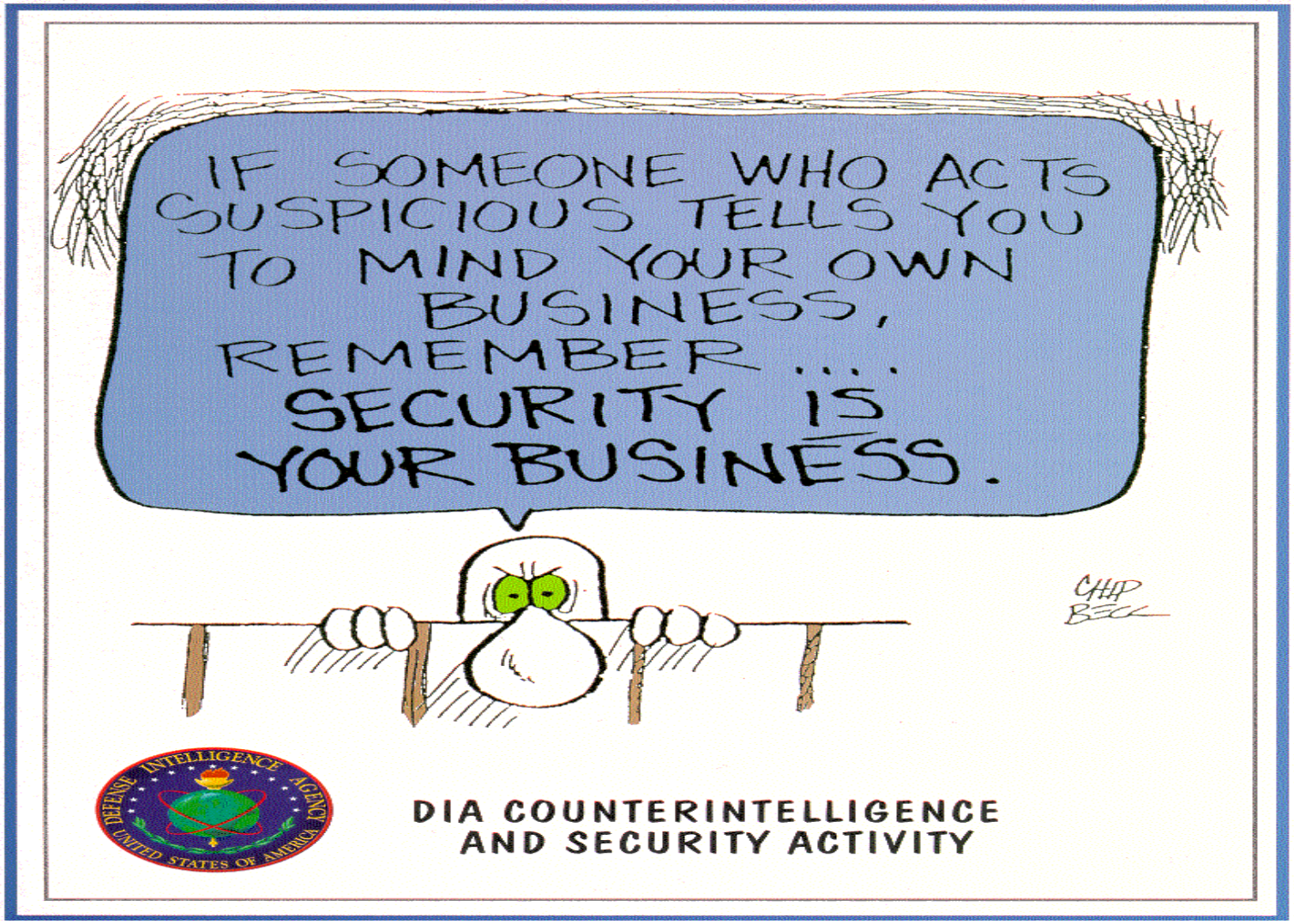
NEED-TO-KNOW

- **<u>Primary security principle in safeguarding classified information</u>**

- **Dissemination of only that information essential to carrying out the assignment**

- **No one has a valid *need-to-know* based solely on rank, title or position**

- **Ensure justification specifies:**
  -What access is required
  -Why job cannot be performed without access
  -How information will be used
  -Appropriate classification


IF SOMEONE WHO ACTS SUSPICIOUS TELLS YOU TO MIND YOUR OWN BUSINESS, REMEMBER ....
SECURITY IS YOUR BUSINESS.
CHIP BECK
DEFENSE INTELLIGENCE AGENCY
UNITED STATES OF AMERICA
DIA COUNTERINTELLIGENCE AND SECURITY ACTIVITY

CLASSIFICATION

APPLIED TO INFORMATION REQUIRING PROTECTION IN THE INTEREST OF NATIONAL SECURITY AGAINST UNAUTHORIZED DISCLOSURE

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WHAT IS MEANT BY DERIVATIVE CLASSIFICATION ?

- **MAJORITY OF CLASSIFIED MATERIAL IS DERIVATIVE**

- **SAME CLASSIFICATION AS SOURCE MATERIAL**

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**** CLASSIFICATION AUTHORITY****

- **TOP SECRET: CDR, USAREUR**
- **SECRET: CDR, V CORPS**

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SECTION 1.5, EXECUTIVE ORDER (E.0.)12958

****INFORMATION ELIGIBLE FOR CLASSIFICATION MUS FALL WITHIN ONE OR MORE OF THE FOLLOWING CATEGORIES:***

- **MILITARY PLANS, WEAPONS SYSTEMS, OR OPERATIONS**
- **FOREIGN GOVERNMENT INFORMATION**
- **INTELLIGENCE ACTIVITIES, (INCLUDING SPECIAL ACTIVITIES) INTELLIGENCE SOURCES OR METHODS, OR CRYPTOLOGY**

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CONTINUED

- FOREIGN SELECTIONS OR FOREIGN ACTIVITIES OF UNITED STATES, INCLUDING CONFIDENTIAL SOURCES

- SCIENTIFIC, TECHNOLOGICAL, OR ECONOMIC MATTERS RELATING TO NATIONAL SECURITY

- UNITED STATES GOVERNMENT PROGRAMS FOR SAFEGUARDING NUCLEAR MATERIALS OR FACILITIES

- VULNERABILITIES OR CAPABILITIES OF SYSTEMS, INSTALLATIONS, PROJECTS, OR PLANS RELATING TO NATIONAL SECURITY

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THERE ARE STILL 3 LEVELS OF CLASSIFICATION

**** TOP SECRET****

(UNAUTHORIZED DISCLOSURE COULD BE EXPECTED TO CAUSE EXCEPTIONALLY GRAVE DAMAGE TO NATIONAL SECURITY)

SECRET

(UNAUTHORIZED DISCLOSURE COULD BE EXPECTED TO CAUSE SERIOUS DAMAGE TO NATIONAL SECURITY)

CONFIDENTIAL

(UNAUTHORIZED DISCLOSURE COULD BE EXPECTED TO CAUSE DAMAGE TO NATIONAL SECURITY)

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CLASSIFICATION MARKING

** OVERALL PAGE CLASSIFICATION MARKING WILL CONTAIN THE HIGHEST LEVEL OF CLASSIFIED INFORMATION ON THAT PAGE. MARK TOP AND BOTTOM OF EACH PAGE…EVEN UNCLASSIFIED PAGES IF INTERNAL TO THE CLASSIFIED DOCUMENT

** PORTION MARK EACH PARAGRAPH ACCORDING TO IT'S CONTENTS. IF ALL PARAGRAPHS ARE SECRET, EACH MUST BE MARKED (S). ACCORDINGLY, IF THEY ARE MIXED CLASSIFICATIONS I.E., SECRET, CONFIDENTIAL, AND UNCLASSIFIED, MARK AS SUCH, (S), (C), (U).

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CLASSIFICATION MARKING

- MARK THE FIRST COVER SHEET, TITLE PAGE, FIRST PAGE, BACK PAGE, AND OUTSIDE BACK PAGE AND COVER (IF ANY) WITH THE HIGHEST LEVEL OF CLASSIFICATION CONTAINED WITHIN THAT DOCUMENT

- TITLES OR SUBJECT LINE ON A CLASSIFIED DOCUMENT MUST ALSO BE MARKED ACCORDING TO THE LEVEL OF CLASSIFICATION

INFORMATION SECURITY

CONTINUED

- SUBJECT: "(S) HQ DISCOM OPLAN" INDICATES THE OPLAN IS CLASSIFIED SECRET.

- SUBJECT: "HQ DISCOM OPLAN (S)" INDICATES THE SUBJECT LINE IS CLASSIFIED SECRET

- PLANS, OPERATION ORDERS, etc., CONTAINING ATTACHMENTS, APPENDICIES, ENCLOSURES, etc…EACH COMPONENT TO THAT PACKAGE MUST BE MARKED AS AN INDIVIDUAL DOCUMENT

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* TRANSMITTAL DOCUMENTS (SUCH AS A COVER LETTER) WILL BE MARKED WITH THE SAME CLASSIFICATION AS THE ATTACHMENT, EVEN IF THE LETTER ITSELF IS UNCLASSIFIED

** IF TRANSMITTAL DOCUMENT IS UNCLASSIFIED, THE DOCUMENT WILL CONTAIN A CAVEAT SUCH AS : “THIS DOCUMENT IS UNCLASSIFIED WHEN SEPERATED FROM CLASSIFIED ENCLOSURES”

*** EACH COMPONENT MUST HAVE SEPARATE CLASSIFICATION AUTHORITY AND DOWNGRADING INSTRUCTIONS

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MARK FOUO INFORMATION AS FOLLOWS

**** LETTERS SPELLING OUT "FOR OFFICIAL USE ONLY" MUST BE AT LEAST 3/16 OF AN INCH OR LARGER**

**** PLACE MARKING AT-BOTTOM OF PAGE**

**** IF MORE THAN 1 PAGE IN A FOUO DOCUMENT, FOUO SPELLED OUT AT BOTTOM OF FRONT PAGE, BOTTOM OF LAST PAGE, AND BOTTOM OF BACK SHEET OR COVER**

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<u>FOR OFFICIAL USE ONLY:</u>

- **STORE IN LOCKED CONTAINER WHEN NOT BEING USED**

- **DESTROY BY TEARING OR SHREDDING DOCUMENT INTO PIECES TO PREVENT RECONSTRUCTION**

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<u>* CLASSIFIED STORAGE AND SAFEKEEPING*</u>

**** UNDER CONTROL OR OBSERVATION OF AN AUTHORIZED PERSON OR LOCKED IN APPROVED SECURITY CONTAINER**

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SECRET/CONFIDENTIAL

*** CLASS B VAULT, OR A VAULT-TYPE ROOM, STRONG ROOM, OR SECURE STORAGE ROOM

*** STORED IN A STEEL FILING CABINET WITH A BUILT -IN 3-POSITION, DIAL TYPE COMBINATION LOCK, OR

*** AS A LAST RESORT, IN A STEEL FILING CABINET EQUIPPED WITH A STEEL LOCK BAR, SECURED BY GSA-APPROVED CHANGEABLE COMBINATION PADLOCK, OR

*** APPROVED OPEN STORAGE FACILITY

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END OF DAY SECURITY

** ACTIVITIES WITH CLASSIFIED INFORMATION SHALL CONDUCT SECURITY CHECKS AT THE CLOSE OF THE WORKING DAY

** STANDARD FORM 701, “ACTIVITY SECURITY CHECK-
LIST”, USED FOR INTERNAL SECURITY CHECKS

** STANDARD FORM 702, “SECURITY CONTAINER SHEET”
TO CHECK ALL VAULTS, SAFES, SECURE ROOMS, AND CONTAINERS WITH CLASSIFIED MATERIALS

Instructions for completing the SF 7

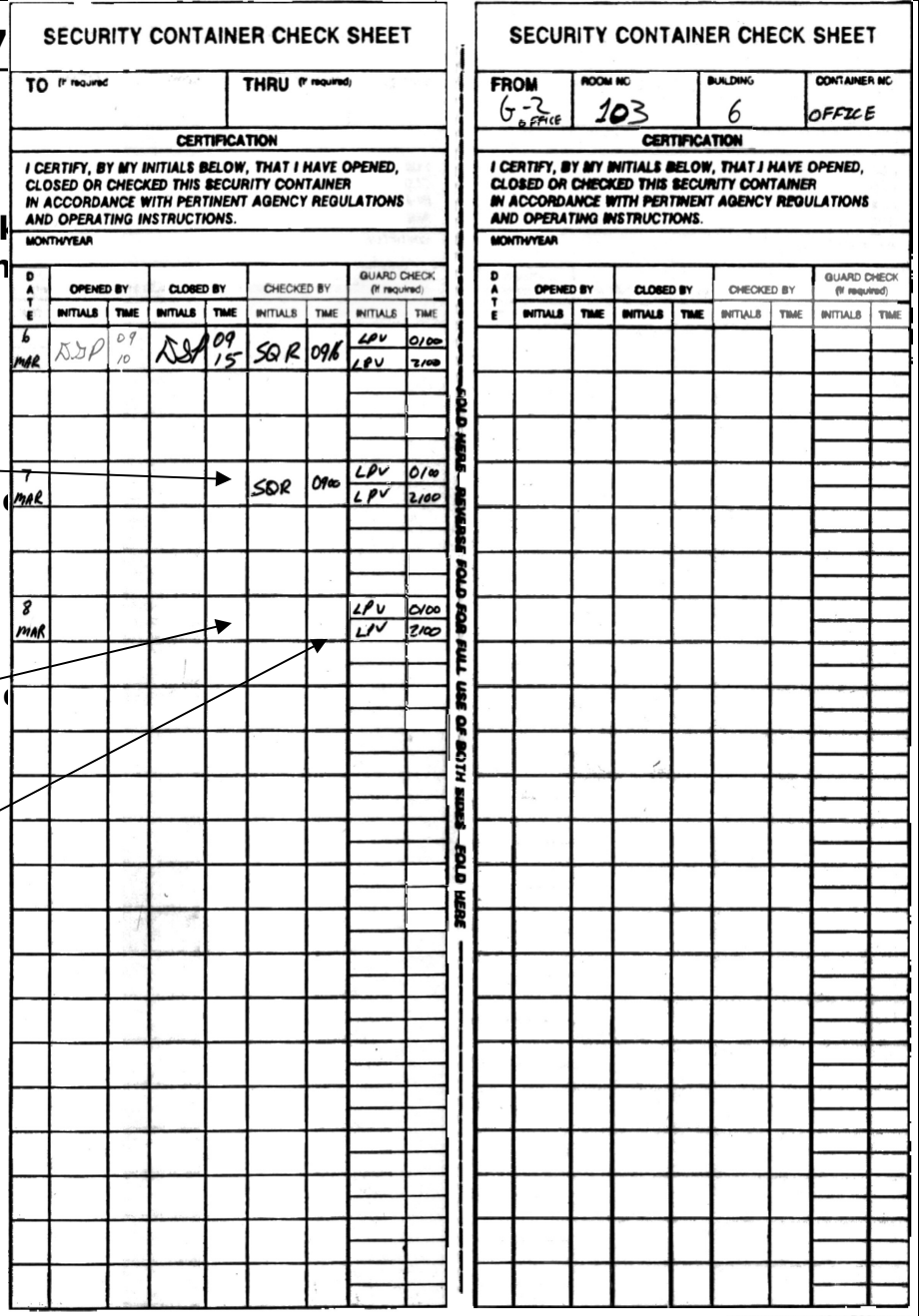
Each time a container is opened and closed, the SF 702 must be completed. The "Checked By" Block only filled out at the end of each day, by a second in whenever possible.

On duty days which the container is not opened, the "Checked By" block still must be checked by some

On a non-duty day which the container is not opened attended (weekend, holiday) the "Checked By" block does not need to be completed.

BUT

For those containers or areas designated (Vault doors, Open Storage areas), the guard check must be completed. These areas must be checked once before midnight and once after midnight.



SECURITY CONTAINER CHECK SHEET

TO (If required) | THRU (If required)

CERTIFICATION

I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.

MONTH/YEAR

DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (If required)	
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME
6 MAR	DJP	09 10	DJP	09 15	SQR	0916	LPV LPV	0100 2100
7 MAR					SQR	0900	LPV LPV	0100 2100
8 MAR							LPV LPV	0100 2100

FOLD HERE—REVERSE FOLD FOR FULL USE OF BOTH SIDES—FOLD HERE

SECURITY CONTAINER CHECK SHEET

FROM	ROOM NO	BUILDING	CONTAINER NO
G-2 OFFICE	103	6	OFFICE

CERTIFICATION

I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.

MONTH/YEAR

DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (If required)	
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME

STANDARD FORM 702 (8-85)
Prescribed by GSA/ISOO
32 CFR 2003